



GREATBADDOW
FUTURES High School

CAREERS PROGRAMME



Great Baddow High School

Document control

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Written by	J. Faulkner

Key information

If you would like further information about our careers programme, please contact our Careers Leader.

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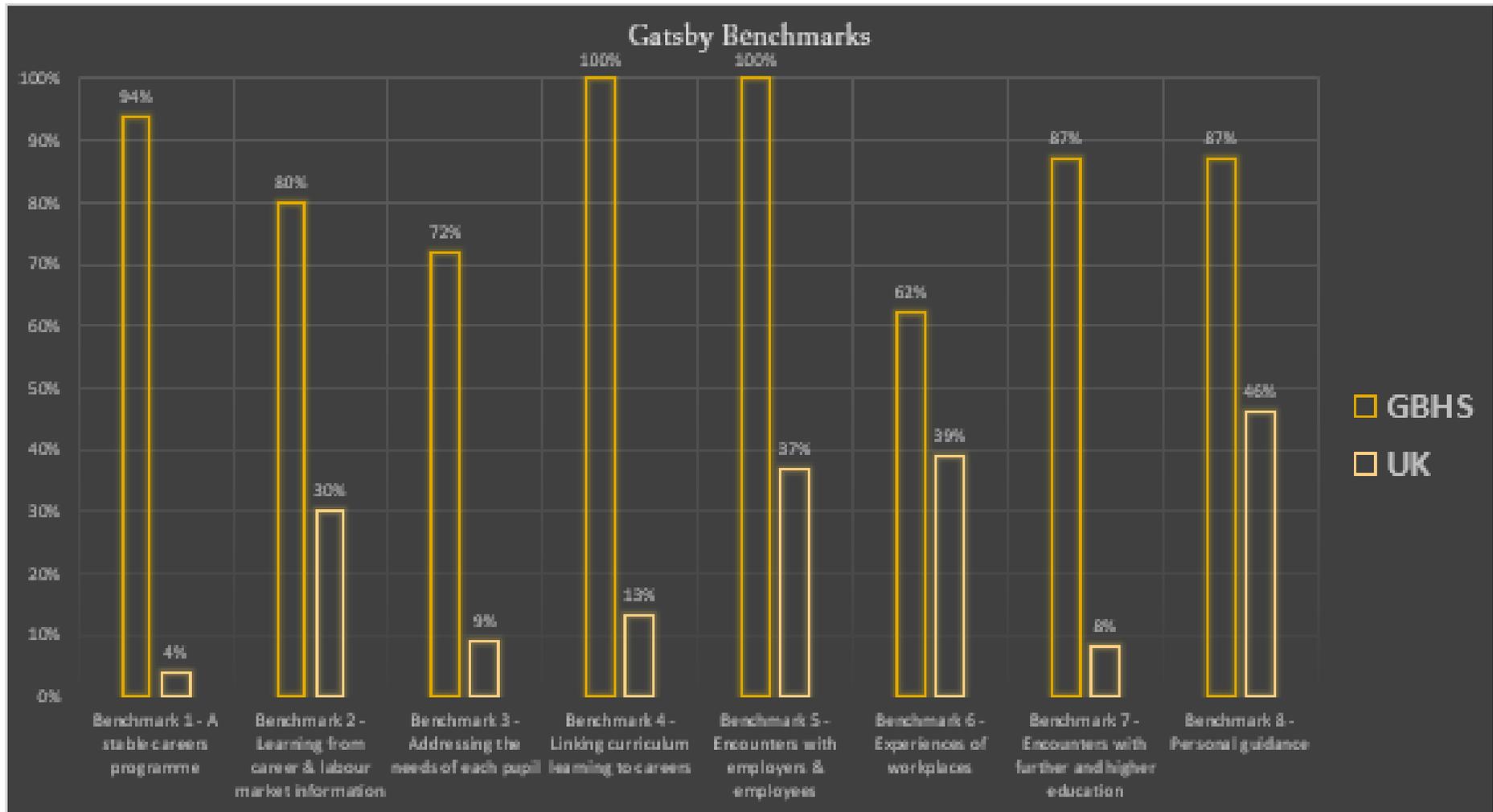
NB this is a working document. Whilst it is accurate at the time of writing, additional activities will be added as opportunities arise.

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The eight Gatsby Benchmarks are:

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.



YEAR 7 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Personal Development Lesson	PD – Self Assessment	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student’s knowledge and understanding.	Gatsby 1 Gatsby 3	Autumn
Personal Development Lesson	PD – Myself and my goals	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student’s knowledge and understanding.	Gatsby 1	Autumn
Personal Development Lesson	PD – Me – now and in the future	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student’s knowledge and understanding.	Gatsby 1	Autumn
Personal Development Lesson	PD – My Future	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student’s knowledge and understanding.	Gatsby 1	Summer
Personal Development Lesson	PD – Stereotypes	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student’s knowledge and understanding.	Gatsby 1	Summer
Personal Development Lesson	PD – Job Study	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student’s knowledge and understanding.	Gatsby 1 Gatsby 2	Summer
Talk	"Dream Big"	"Dream Big" is a talk that will encourage all year 7 students to have high aspirations when thinking about their future career.	Gatsby 1	Spring
Event	What’s my job?	Aimed at widening students understanding of different jobs roles and challenging stereotypes. “What’s my job” event will let all of year 7 meet employees from a range of career sectors to find out what their roles involves and the education and training that was required to get there.	Gatsby 5	Spring
Event	Physics Fest	Great Baddow High School Physics Fest enables all students to meet with STEM employees and employers linking roles with the curriculum.	Gatsby 4 Gatsby 5	Autumn

YEAR 8 CAREERS PROGRAMME				
ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Tutor Time	Discussion with form tutor	Each student will discuss with their form tutor what their current aspirations and needs are following a careers entry survey. The student's responses to this will be used as a starting point.	Gatsby 1 Gatsby 3 Gatsby 8	All year
Personal Development Lesson	PD – Financial capability	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Autumn
Personal Development Lesson	PD – Your dreams	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Autumn
Personal Development Lesson	PD – Strengths, qualities and weaknesses	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Spring
Personal Development Lesson	PD – Career pathways	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Spring
Talk	"Why am I learning this?"	"Why am I learning this?" is a talk given to show all students the skills they are developing in all their subjects and how they will prepare them for future careers.	Gatsby 4	Spring
Event	"Take your child to Work Day"	Nothing beats first-hand experience of the workplace. On our "Take Your Child to Work Day" we hope that all students will be able to organise a suitable day's experience with a parent, relative or someone you know well to be able to go into a work place.	Gatsby 6	Autumn
Event	Physics Fest	Great Baddow High School Physics Fest enables all students to meet with STEM employees and employers linking roles with the curriculum.	Gatsby 4 Gatsby 5	Autumn

YEAR 9 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Tutor Time	Discussion with form tutor	Each student will discuss with their form tutor what their current aspirations and needs are following a careers entry survey. The student's responses to this will be used as a starting point.	Gatsby 1 Gatsby 3 Gatsby 8	All year
Personal Development Lesson	PD – Careers research using JED	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Spring
Personal Development Lesson	PD – The real game	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Spring
Personal Development Lesson	PD – Transferrable skills	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Spring
Event	Careers Fair	With over 50 stalls from a wide range of employment sectors, as well as universities and other training providers the fair is an amazing opportunity for students to gain a massive number of employer encounters.	Gatsby 4 Gatsby 5 Gatsby 7	Spring
Event	Options Evening	As our year 9 students approach the time for picking their GCSE options for the following years our Options evening gives all students and parents a chance to meet and discuss with all the subject areas what the course involves and the skills developed and required to succeed in it. Teachers will be able to go into greater detail that all their subjects have to offer and offer honest and personalised advice to each student as to whether that subject is a good fit for them.	Gatsby 3 Gatsby 4	Spring
Talk	"How do I pick?"	"How do I pick?" is a talk given by 6 th form students giving advice on how to best pick their GCSE.	Gatsby 1	Spring
Event	Physics Fest	Great Baddow High School Physics Fest enables all students to meet with STEM employees and employers linking roles with the curriculum.	Gatsby 4 Gatsby 5	Autumn

YEAR 10 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Tutor Time	Discussion with form tutor	Each student will discuss with their form tutor what their current aspirations and needs are following a careers entry survey. The student's responses to this will be used as a starting point.	Gatsby 1 Gatsby 3 Gatsby 8	All year
Parents' evening	Y10 parents' evening	Opportunity for parents and students to learn about local post-16 provision.	Gatsby 8	Summer
Personal Development Lesson	PD – Financial capability / attitudes to wealth.	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Autumn
Personal Development Lesson	PD – CVs and interview skills	Students have timetabled lessons in personal development. These cover a range of topics including careers related subjects to help develop all student's knowledge and understanding.	Gatsby 1	Spring
Event	Interview Day	Students have the whole day off timetable to go over polishing their CV and interview techniques. They then each get a one to one interview with a real industry employer to get first-hand experience in what a real interview will be like. Students then get feedback on how they did with pointers on how to improve before each visiting employer picks their best candidates who would get the job.	Gatsby 5	Summer
Event	Careers Fair	With over 50 stalls from a wide range of employment sectors, as well as universities and other training providers the fair is an amazing opportunity for students to gain a massive number of employer encounters.	Gatsby 4 Gatsby 5 Gatsby 7	Spring
Meeting	Careers interview	All students have access to impartial careers guidance from an independent Careers Adviser from Directions IAG Ltd., a matrix accredited, careers organisation.	Gatsby 1 Gatsby 3 Gatsby 8	All year
Event	Physics Fest	Great Baddow High School Physics Fest enables all students to meet with STEM employees and employers linking roles with the curriculum.	Gatsby 4 Gatsby 5	Autumn

YEAR 11 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Initial Destinations	Year 11 Destinations Update	Pupils are tracked by the school regarding their college, apprenticeship or work destination. Records are updated to include the start of the cross-agency work for pupils who are potentially NEET.	Gatsby 1	All year
Tutor Time	Discussion with form tutor	Each student will discuss with their form tutor what their current aspirations and needs are following a careers entry survey. The student's responses to this will be used as a starting point.	Gatsby 1 Gatsby 3 Gatsby 8	All year
Apprenticeships and vacancies	Email of vacancy	All Y11 students receive emails detailing apprenticeship vacancies and part time work opportunities.	Gatsby 2 Gatsby 3 Gatsby 7	All year
Meeting	Careers interview	All students have access to impartial careers guidance from an independent Careers Adviser from Directions IAG Ltd., a matrix accredited, careers organisation.	Gatsby 1 Gatsby 3 Gatsby 8	All year
Parents' evening	Y11 parents' evening	Opportunity for parents and students to learn about local post-16 options.	Gatsby 8	Autumn
Event	6 th form opening evening	On our sixth form opening evening students and their parents get chance to meet and discuss the courses and qualifications. Teachers will be able to go into greater detail that all their subjects have to offer and offer honest and personalised advice to each student as to whether that subject is a good fit for them.	Gatsby 1 Gatsby 3 Gatsby 7 Gatsby 8	Autumn
Event	Apprenticeship Workshop	For those students who wish to start apprenticeship training at 16, there will be a workshop where they can find out more about apprenticeships and help to find out where and how to apply. Further support will be available as the year progresses.	Gatsby 3 Gatsby 7 Gatsby 8	Spring
Event	Careers Fair	With over 50 stalls from a wide range of employment sectors, as well as universities and other training providers the fair is an amazing opportunity for students to gain a massive number of employer encounters.	Gatsby 4 Gatsby 5 Gatsby 7	Spring
Talk	"What path to take?"	"What path to take?" is a talk given by ex-students about post 16 pathways. This will include both Apprenticeships and University.	Gatsby 7	Spring
Event	Physics Fest	Great Baddow High School Physics Fest enables all students to meet with STEM employees and employers linking roles with the curriculum.	Gatsby 4 Gatsby 5	Autumn
Meeting	NEET Group workshops	Careers workshops are offered by the Essex Community Engagement Team to year 11 students identified as needing extra support based on their start of year survey. These sessions will cover a wide range of workshops designed to help prepare them for their post year 11 paths	Gatsby 3 Gatsby 7 Gatsby 8	All year

YEAR 12/13 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Recording	Destinations Update	Pupils are tracked by the school regarding successfully sustaining their college, apprenticeship or work destination. Records are updated to include the start of the cross-agency work for pupils who are potentially NEET.	Gatsby 1	Autumn Summer
Tutor Time	Discussion with form tutor	Each student will discuss with their form tutor what their current aspirations and needs are following a careers entry survey. The student's responses to this will be used as a starting point.	Gatsby 1 Gatsby 3 Gatsby 8	All year
Meeting	Careers interview	All students have access to impartial careers guidance from an independent Careers Adviser from Directions IAG Ltd., a matrix accredited, careers organisation.	Gatsby 1 Gatsby 3 Gatsby 8	All year
Drop Ins	Careers Drop-ins	Drop in session are run monthly for 6th form students to get support and advice with personal statement and applying for apprenticeships.	Gatsby 3 Gatsby 7 Gatsby 8	All year
Parents' evening	Y12 parents' evening	Opportunity for parents and students to learn about post-16 options.	Gatsby 3 Gatsby 8	Spring
Talk	6 th Sense talks	All sixth form students have a termly talk from an external speaker, including independent careers advisors and guest speakers. The talks are aimed to provide students with useful information and advice on how to move forward with their post sixth form plans.	Gatsby 5 Gatsby 7	All Year
Event	Work Experience	At the end of year 12 all our students spend two weeks in the school year getting first-hand work experience in the industry of their choice. Students are encouraged to arrange their own placement with the support of the school to ensure they get an experience right for them. All students are checked in on to ensure they are enjoying their placement and getting all that they can from it.	Gatsby 5 Gatsby 6	Summer
Event	Futures day (UCAS and Apprenticeship workshops)	Futures day gives our year 13 students a day off timetable to prepare for their future after Great Baddow High School. This includes an inspirational talk from Peter Dale, former Cambridge student, and a well-respected speaker. Students are then given guidance in either working on their UCAS forms for university applications or taking part in job and career sessions.	Gatsby 7	Autumn
Event	Physics Fest	Great Baddow High School Physics Fest enables all students to meet with STEM employees and employers linking roles with the curriculum.	Gatsby 4 Gatsby 5	Autumn

Careers Monitoring Procedures

Careers impact

- Entry surveys of all year groups 7-13 on current plans and need for support. (Students surveyed)
- Feedback surveys collected after all main Careers events (Students, Parents and visitors surveyed)
 - Year 7 - What's my job
 - Year 8 - Take your child to work
 - Year 8 – Chelmsford Skills Festival
 - Year 9 - Careers Fair
 - Year 10 – Interview Day
 - Year 11 - 6th Form open evening
- Exit survey at the end of each year for all year groups 7-13 to measure effectiveness. (Students surveyed)

Destinations monitoring procedure

FGN – Head of Sixth form / SLT Careers Link FLN – Careers Leader CJO – Sixth Form Administrator	DA – Independent Careers Advisor (Directions) HJ – Assistant to HOY / HOF JF – Student Administrator
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15 - 16	16 - 17	17 - 18	18 +
<p>January HJ exports student's data from sims.</p> <p>FLN collects intended destination information from students using online form completed in tutor and combines with sims data.</p> <p>FLN submits data to Essex Council.</p>	<p>September – November CJO sends year 12 and 13 data to ECC. DA uses this and data from Essex to establish year 11 leavers' final destinations. DA follows up students not accounted for and submits info to Essex Council as and when received (via Egress).</p> <p>Termly CJO updates Essex termly with year 12 students on roll.</p> <p>Ongoing JF informs Essex of new students and leavers at the moment of change.</p>	<p>September – November FLN survey students to gather current intended destinations post 6th form for school support.</p> <p>January - June FGN and CJ track and monitor student UCAS applications and destination plans.</p> <p>Termly CJO updates Essex termly with year 12 students on roll.</p> <p>Ongoing JF informs Essex of new students and leavers at the moment of change.</p>	<p>September – November CJO uses UCAS data and chases up students not accounted for to get their final destinations.</p>

Tracking Destinations Procedure

FGN – Head of Sixth form / SLT Careers Link
 FLN – Careers Leader
 CJO – Sixth Form Administrator

DA – Independent Careers Advisor (Directions)
 HJ – Assistant to HOY / HOF
 JF – Student Administrator

Year 11 (15 - 16)

January

HJ exports student's data from sims.
 FLN collects intended destination information from students using
 online form completed in tutor and combines with sims data.
 FLN submits data to Essex Council.

Year 12 (16 - 17)

September – November

DA uses 6th Form on roll and data from Essex to establish students' final destinations. DA chases up students not accounted for.
 FLN submits data to Essex Council.
 Students without a destination offered support with our careers advisor.

Termly

CJO updates Essex termly with students on roll.

Ongoing

JF informs Essex of new students and leavers at the moment of change.

Year 13 (17 - 18)

September – November

FLN survey students to gather current intended destinations post 6th form for school support.

January - June

FGN and CJO track and monitor student UCAS applications and destination plans.

Leavers 18+

September – November

CJO uses UCAS data and chases up students not accounted for to get their final destinations. Students without a final destination offered initial support then a follow up call is made in January.

Careers Education Information Advice And Guidance Policy

Great Baddow High School

Rationale for Careers Education Information Advice and Guidance (CEIAG)

The school is committed to working towards meeting the Gatsby Benchmarks by 2020.

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood:

- preparing students for the opportunities, responsibilities and experiences of life;
- supporting young people to achieve their potential;
- empowering young people to plan and manage their own futures;
- providing comprehensive information on all options;
- raising aspirations;
- promoting equality, diversity, social mobility and challenging stereotypes; and
- enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

Purpose

Great Baddow High School is committed to career learning and development and to fulfilling its statutory obligations. Careers Learning supports the school's overall vision and is linked to the School Development Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

This policy is linked to other school policies including Equalities and Health & Safety.

Commitment

The school is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximising the benefits for students by using a whole school approach involving parents, external IAG providers, employers and other local agencies.

Management

This area is supported by a link governor. Members of the SLT have specific strategic responsibility for CEIAG/work experience and Personal Development (PD) with access to administrative support. A TLR allowance is provided to a middle-leader who has day-to-day responsibility for careers activities including co-ordination of the Careers Fair. The school has responsibility for securing its external careers guidance service.

The senior leaders will also oversee the structure for delivery by members of staff who have access to relevant training.

The senior leaders and CEIAG Team will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's destination measures.

Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13¹ which enable young people to:

- develop themselves through career, employability and enterprise education;
- learn about careers and the world of work;
- develop career management and employability and enterprise skills; and
- undertake a two-week work experience placement in Year 12.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external careers adviser, visitors and mentors; and
- external sources using email, telephone, web chat and forums via websites, including the National Careers Service and specialist face to face careers guidance.

The school will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the school's governing body.

Resources

The school will provide resources for the successful implementation of this policy through securing:

- an annual budget to cover internal needs, CPD opportunities and commissioning of external sources;
- adequate staffing with appropriate training;
- student and staff access to information (electronic and hardcopy); and
- designated space for individual, group and research sessions

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of careers guidance and others;
- liaison with post 16 providers and higher education institutions;
- employers and training providers;
- parents; and others specific to our school.

Provider Access Policy²

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the providers' education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All students in Years 8*-13 are entitled to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events; and to
- understand how to make applications for the full range of academic and technical courses.

*although this is statutory for Year 8 onwards, Great Baddow High School also provides opportunities for Year 7.

Opportunities for Access

A number of events, including a careers fair, mock interview day and sixth sense lectures (sixth form), integrated into the school careers programme, offer providers an opportunity to come into school to speak to students and/or their parents:

Premises and facilities

The school will make a hall, classroom or private meeting room available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Adviser or Careers Leader, to be displayed in the Careers Area in the library and in The Cube. Students can pick up information from these areas at lunch and break times.

Approvals and review

Effective from: May 2019

Updated and reviewed by Governors' Curriculum Committee: May 2019

To be reviewed: Summer 2020

Prepared by Deborah Anderson

This policy was originally developed by the Eastern Region CEG network August 2012

1The CDI Framework for careers employability and enterprise education

2 - Statutory guidance for governing bodies, school leaders and school staff October 2018